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Personnel

**AIR FORCE PRODUCTIVITY AWARDS FOR
PROFESSIONAL EXCELLENCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ms Lorraine T. Coleman)
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Certified by: HQ USAF/XPM
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This instruction implements AFD 36-28, Awards and Decorations Program, and is intended to enhance participation in Productivity Enhancing Capital Investment (PECI) Programs and other productivity programs. It provides guidance and procedures for submitting nominations for the Air Force Productivity Awards for Professional Excellence. It is not intended to keep commands or functions from having internal productivity awards programs. These awards recognize the outstanding command, group, and individuals who through their innovative ideas and achievements contribute to the improvement of productivity in the Air Force during the preceding 12 months ending on 30 September.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

In accordance with AFD 36-28, Awards and Decorations Program, 1 August 1997, and HQ USAF/DP memorandum, 5 August 1997, subject: CSAF Blue Ribbon Commission on Organizational Evaluations and Awards, this revision adjusts awards submission date and requires use of the AF Form 1206, **Nomination for Award**, in place of two to four page nomination packages. This revision also changes submission of nominations through electronic mail and selection process.

1. Categories of Awards. There are five Air Force Productivity Award categories: command, group, and three individuals (officer, enlisted, and civilian).

- 1.1. Command. Major Commands (MAJCOM), Field Operating Agencies (FOA), and Direct Reporting Units (DRU).
- 1.2. Group. This consists of no more than 6 individuals.
- 1.3. Officer.

1.4. Enlisted.

1.5. Civilian.

2. Criteria.

2.1. A command, group, or individual will demonstrate superior performance when compared with all other commands or persons being considered.

2.2. The determining factors in selecting command, group, and individual awards are specific, imaginative, and innovative achievements that have increased productivity through productivity enhancing capital investment programs, ideas, special acts, or other management improvement initiatives.

3. Air Force Form 1206, Nomination for Award:

3.1. Prepare each nomination on AF Form 1206 and in bullet format using the designated pitch of the Air Force electronic form system. Limit the justification for each award nomination to two pages. Do not include classified information in the nomination. Do not sign the AF Form 1206. See Attachment 1 for information on filling in the AF Form 1206.

3.2. Describe the accomplishments that make the command, group, or individuals the best performers in the Air Force. Identify all manpower and dollar savings, where appropriate, for both the nomination year and life cycle. Differentiate between tangible savings and intangible benefits. If resources were invested to produce the savings, identify the investment and costs with the expected life cycle return on investment.

3.3. Include specific quantifiable benefits, where appropriate, that enhance the importance of the accomplishments (e.g., increased productivity rate, decreased unit cost, increased readiness rate, reduced overtime, etc.).

3.4. Describe pertinent nonquantifiable benefits, where appropriate, that enhance the stature of the accomplishment (e.g., improved quality of output, increased mission effectiveness, etc.).

4. Award Period. All nominations are based on accomplishments during the fiscal year (1 October - 30 September).

5. Submitting Nominations.

5.1. Each command may submit one nomination in each category.

5.2. Each HQ USAF two-letter office, MAJCOM, FOA, and DRU may submit one group nomination and one nominee for each individual category--officer, enlisted, and civilian. Air Staff offices will nominate only Air Staff personnel.

5.3. Deadline for nominations is 15 October. Nominations may be sent through electronic-mail (e-mail) to HQ USAF/XPMR. The appropriate e-mail address will be announced each year by message or memorandum. The nomination form (AF Form 1206) contains information which is protected by the Privacy Act. For this reason, it is important to ensure the e-mail transmission is properly addressed and received only by HQ USAF/XPMR. Do not send the nomination form to a group address, post it on an electronic bulletin board, or otherwise distribute the form to those without a need to know.

If e-mail is not possible or electronic form is not available, nominations must be sent to HQ USAF/XPMR, 1070 Air Force Pentagon, Washington DC 20330-1070, by the due date.

6. Selection Process.

- 6.1. The outstanding command will be selected based on the per capita savings versus total end strength for the fiscal year.
- 6.2. The outstanding group and individuals will be selected based on the greatest amount of annual tangible savings.
- 6.3. If a tie results in any category, intangible savings will be considered.

7. Presentation of Awards.

- 7.1. Command, group, and individual winners receive recognition mementos at a formal ceremony held in the Pentagon.
- 7.2. Individual award winners are also entitled to wear the Air Force Recognition Ribbon (military) or Lapel Pin (civilian) according to AFI 36-2895, Special Trophies and Awards.

8. Responsibilities:

- 8.1. The Director of Manpower, Organization and Quality, HQ USAF/XPM, approves selection of winners in the award categories and announces the award winners.
- 8.2. HQ USAF/XPMR obtains the award plaques/certificates and arranges appropriate recognition ceremony and reception.
- 8.3. The MAJCOM, FOA, or DRU, responsible for submitting nominations, provides travel funds for the winner to attend the presentation ceremony.
- 8.4. Award winners must take appropriate documentation to their servicing military personnel flight, who will update records, before being authorized to wear their ribbons.
- 8.5. HQ USAF may nominate qualified group(s) and individuals for other productivity awards.

LAWRENCE P. FARRELL, JR., Lt General, USAF
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Attachment 1**INSTRUCTIONS FOR PREPARATION OF THE AF FORM 1206,
NOMINATION FOR AWARD**

Award: Type in Air Force Award for Professional Excellence.

Category: Type in Command, Group, Officer, Enlisted, or Civilian, as appropriate.

Award Period: Type in the fiscal year. Example: FY98.

Rank and Name of Nominee: Self explanatory for individual awards.
Leave blank for command awards.
List information for first nominee for group awards. List information
on remaining nominees under Specific Accomplishments.

SSN: Self explanatory. Leave blank for command awards.

DAFSC/Duty Title: Self explanatory for individual and group awards.
Leave blank for command awards.

MAJCOM: Self explanatory.

Unit/Office Symbol/Street Address: Self-explanatory

Base/State/Zip Code: Self explanatory. (Use Zip + four.)

Telephone: Type in the DSN number.

Rank and Name of Unit Commander: Complete for group and individual awards.
Type in rank and name of commander for command awards.